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TO : Chief, Plans & Policy Staff/TR

DATE: 7 September 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report # 36

STAT
 JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 18 NO CHANGE
 IN CLASS/DECLASS/CLASS CHANGED TO: TS S (C) REL JUST 22
 NEXT REV DATE 09 10 1955 DATE 13 Dec 79 REVIEWER _____ TYPE DOC. 02
 NO. PGS 9 CREATION DATE _____ ORG COMP 11 OF 11 ORG CLASS S
 I. SIGNIFICANT ITEMS - None
 II. OTHER ITEMS.
 REV CLASS C REV COORD. _____ AUTH: HR 70-3

25X1 A. SURVEY OF REPORTS IN OTR. The Chief, Management Staff has been requested by the DD/S to coordinate a reports management program within the components of DD/S. The program is being carried out by the Area Records Officers. Mr. [] OTR Records Officer, will consult with School and Staff Chiefs in OTR to determine type and frequency of reports prepared within their respective elements. The information will provide basis for a report to be submitted to the DD/S on 7 November 1955.

B. REASSIGNMENT OF [] has transferred to FE effective 7 September 1955. His services will be greatly missed by the Administrative Branch. The entire Staff joins in wishing him success in his new assignment. 25X1

C. CAREER PLANS. The Career Plans for each Section of the Branch have been discussed with the Section Chiefs who in turn will discuss the individual Plans with the persons concerned.

D. PROCESSING SECTION. The request to establish the Processing Section of the Administrative Branch has been approved by the Executive Officer/TR and forwarded to the Management Staff.

E. REVISED FITNESS REPORT. [] met with other DD/S Personnel Officers on 31 August to review the final draft of the revised fitness report. 25X1 25X1

25X1 F. CAREER PLANNING FOR ST DESIGNEES NOT IN OTR. [] met on 2 September 1955 to review the names of persons to be contacted and invited to consider rotation back to OTR. The memorandum of invitation which will be forwarded to these persons was also approved.

G. NEW CEILINGS AND RECRUITMENT. [] and the Personnel Officer will contact each School and Staff Chief and advise them of their respective ceilings under the present aggregate ceiling of [] When each component is aware of its own restrictions, limited recruitment will be initiated to fill authorized vacancies. 25X1 25X1

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25X1 H. RECONSTRUCTION OF ROOM 136, BUILDING [] Alterations in Room 136,
25X1 Building [] which enlarged the room by approximately 300 square feet, were
completed two weeks ahead of schedule on 3 September 1955.

25X1 I. [] Weekly report of the utilization of [] for
the period 31 August through 6 September 1955 is attached.

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Attachment

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